



OFFICE OF THE REGISTRAR :: SIBSAGAR UNIVERSITY

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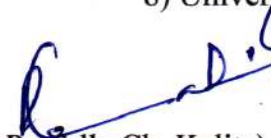
Date : 07-10-2026

**Notification:- Rules and Guidelines of International Students Cell**

As approved by the Hon'ble Vice-Chancellor, Sibsagar University, the Rules and Guidelines of **International Students Cell (ISC)** of Sibsagar University are hereby notified as appended herewith for information and necessary action of all concerned.

  
(Dr. Profulla Ch. Kalita)  
Registrar

- Copy to :-
- 1) The OSD to the Honourable Vice Chancellor for his kind appraisal
  - 2) The Academic Registrar i/c for information
  - 3) The Dean of Students' Welfare i/c for information
  - 4) All Deans of Faculties for information
  - 5) The Cell members for information and necessary action
  - 6) The Finance and Accounts Officer for information
  - 7) The Head Assistant for information
  - 8) University Notice Board and Website for wide publicity

  
(Dr. Profulla Ch. Kalita)  
Registrar





# SIBSAGAR UNIVERSITY

## RULES AND GUIDELINES OF INTERNATIONAL STUDENTS CELL (ISC)

### 1. Introduction

There shall be an International Students Cell (ISC) at Sibsagar University to promote internationalisation, attract eligible international students, coordinate their admission and enrolment, and facilitate their academic, administrative, cultural and personal adjustment during their period of study at the University.

The Cell shall function under the overall supervision of the Vice-Chancellor and the administrative control of the Registrar, in coordination with the Academic Registrar and other concerned authorities.

### 2. Objectives

The objectives of the International Students Cell shall be:

- a. To develop and implement a strategy for attracting international students to Sibsagar University.
- b. To publicise the University's academic programmes, research facilities, faculty expertise, scholarships and other opportunities internationally.
- c. To provide a single-window mechanism for information, application guidance, admission coordination and post-admission assistance.
- d. To ensure transparent, merit-based and regulation-compliant admission of eligible international students.
- e. To facilitate compliance with applicable visa, immigration, registration and reporting requirements.
- f. To provide appropriate academic, residential, health, safety, cultural and welfare support to international students.
- g. To develop academic partnerships, student-exchange arrangements, research collaborations and short-term international programmes.
- h. To promote Assam's educational, historical, linguistic, cultural, environmental and research resources as opportunities for international learning.
- i. To maintain institutional records and periodically assess the University's performance in international student recruitment and support.

### 3. Scope of the Cell

The Cell shall coordinate matters relating to:

- a. International student recruitment and outreach.



- b. Admission to undergraduate, postgraduate, doctoral, diploma, certificate, exchange and other approved programmes.
- c. Verification and evaluation of academic qualifications and eligibility.
- d. Scholarship, sponsorship and financial documentation.
- e. Visa, immigration, registration and other statutory formalities.
- f. Accommodation, orientation, health, safety and student welfare.
- g. Academic progress, grievances and student integration.
- h. International institutional partnerships and student mobility.
- i. Alumni engagement and post-study academic networking.

#### **4. Tenure and Meetings**

- a. The tenure of the members shall ordinarily be two years, which may be extended further.
- b. The Cell shall meet at least once every quarter and more frequently during admission and arrival periods.
- c. A special meeting may be convened by the Chairperson whenever necessary.
- d. The quorum shall be one-third of the sanctioned membership, subject to a minimum of three members, including the Chairperson or an authorised presiding member and the Member-Secretary.
- e. Minutes shall be recorded and placed before the competent authority for approval or necessary action.
- f. The Cell may constitute subcommittees for admissions, international outreach, student welfare, visa/immigration coordination and partnership development.

#### **5. Powers and Responsibilities**

The Cell shall:

- a. Recommend policies, procedures and annual action plans for international student recruitment and support.
- b. Coordinate with departments and administrative branches to implement approved procedures.
- c. Recommend programme-wise international student intake and any proposed supernumerary seats, subject to the applicable UGC guidelines, statutory requirements, infrastructure capacity and approval of the competent authority.
- d. Monitor application processing, document verification, admission offers and enrolment.
- e. Recommend an annual fee schedule for international students for approval by the competent authority.
- f. Facilitate student orientation, accommodation arrangements and access to support services.



- g. Maintain a central database and admission-wise records, with appropriate safeguards for personal information.
- h. Identify bottlenecks and recommend corrective measures.
- i. Submit periodic reports to the Vice-Chancellor and the competent statutory/administrative authorities.

***The Cell shall not independently alter eligibility criteria, waive statutory requirements, grant admission contrary to University regulations, sanction unapproved expenditure or exercise powers reserved for statutory bodies or other competent authorities.***

## **6. International Student Recruitment and Outreach**

- a. The Cell shall prepare an annual International Student Recruitment Plan identifying target regions, disciplines, programmes, recruitment channels and estimated resource requirements.
- b. The University shall develop an international admissions webpage containing, at a minimum:
  - An overview of the University and its recognition/status.
  - Available programmes and duration of study.
  - Eligibility criteria and accepted qualifications.
  - Application procedures, deadlines and admission calendar.
  - Tuition fees and other charges.
  - Scholarship and sponsorship opportunities, where available.
  - Medium of instruction and language requirements.
  - Accommodation, healthcare and student support information.
  - Visa and immigration guidance, including official links.
  - Contact details of the Cell and designated admission officers.
  - Frequently asked questions and a complaint/grievance channel.
- c. The Cell may use the Study in India portal, ICCR scholarship and admission channels where applicable, Indian diplomatic missions, foreign universities, approved education fairs, academic networks, alumni, institutional websites and other legitimate outreach mechanisms.
- d. The Cell shall encourage faculty members and departments to identify potential international applicants for research, exchange, internships, short-term courses and regular degree programmes.
- e. All publicity shall be accurate and shall not promise admission, scholarships, employment, visa approval or other benefits that have not been authorised.
- f. No admission agent, consultant or intermediary shall be appointed without approval under the University's applicable financial and administrative procedures. Unauthorised collection of money or misrepresentation in the University's name shall be prohibited.



## 7. Categories of International Students

For administrative purposes, applicants may be classified, as applicable under the prevailing rules, into:

- a. International students applying for regular undergraduate programmes.
- b. International students applying for postgraduate programmes.
- c. International students applying for Ph.D. or other approved research programmes.
- d. Students nominated under Government/PSU/Funding Agency sponsored scholarship schemes.
- e. Students admitted under approved institutional exchange or mobility agreements as per existing MoUs.
- f. Students seeking admission to approved certificate, diploma, short-term, visiting or non-degree programmes.
- g. Other categories recognised under applicable Government of India, UGC and University rules.

*The applicable admission route, eligibility conditions, fee provisions and documentary requirements shall be specified for each category. OCI/PIO, NRI and other special categories shall be treated in accordance with the applicable law and University rules and shall not automatically be equated with international students for every purpose.*

## 8. Admission Procedure

- a. **Notification of programmes:** Before each admission cycle, the Cell shall obtain programme-wise information from departments regarding availability, eligibility, intake capacity, medium of instruction and other relevant requirements.
- b. **Application:** International applicants shall apply through the designated online portal or other officially notified procedure.
- c. **Eligibility:** Applications shall be assessed against the published eligibility requirements for the programme concerned and applicable University and statutory regulations.
- d. **Documents:** The University may require, as applicable:
  - Valid passport or other legally accepted identity/travel document.
  - Academic certificates, transcripts and mark sheets.
  - Evidence of equivalence or recognition of foreign qualifications, where required.
  - Proof of English or other required language proficiency, where applicable.
  - Research proposal and other documents for doctoral admission.
  - Recommendation letters or other programme-specific documents.
  - Scholarship, sponsorship or financial-support documentation, where required.
  - Medical, insurance or other certificates where lawfully required.
  - Additional documents prescribed by the competent authority.



- e. **Verification:** The concerned department and authorised admission authority shall scrutinise academic eligibility, authenticity of documents and any programme-specific requirements. Foreign qualification recognition/equivalence shall be dealt with in accordance with the applicable UGC regulations and competent authority's requirements.
- f. **Selection:** Admissions shall be made through the notified selection procedure, including merit, entrance examination, interview or other prescribed criteria, as applicable to the programme and admission category.
- g. **Admission offer:** An offer letter shall be issued only by the authorised University authority. It shall specify the programme, duration, conditions of admission, fee obligations, reporting date and other necessary information.
- h. **Confirmation:** Admission shall be confirmed after fulfilment of the prescribed conditions, verification of required documents and payment of applicable fees, or confirmation of approved scholarship/sponsorship arrangements.
- i. **No direct admission:** No department, faculty member or intermediary shall promise or confirm admission outside the authorised University process.
- j. **Recordkeeping:** The Cell shall maintain an auditable record of applications, decisions, offers, acceptances, enrolments, cancellations and reasons for rejection or deferral, subject to applicable record-retention and privacy requirements.

## 9. Intake and Supernumerary Seats

- a. The University may consider a separate international student intake or supernumerary seats only to the extent permitted by the applicable UGC guidelines, Government of Assam requirements, professional/statutory council norms and University regulations.
- b. The Cell shall obtain written confirmation from each concerned department regarding available teaching capacity, laboratory facilities, supervision capacity, classroom resources, accommodation and student-support capacity before recommending intake.
- c. The number of seats and the admission process shall be approved by the competent authority and published transparently.
- d. International admissions shall not compromise academic standards, programme accreditation requirements, safety, research supervision quality or essential facilities for existing students.
- e. The Cell shall not assume that a general international student quota or a uniform percentage of supernumerary seats automatically applies to every programme. The relevant current rules and any programme-specific restrictions must be verified before notification.

## 10. Fees, Scholarships and Financial Matters

- a. The Cell shall prepare a proposed fee structure for international students in consultation with the Finance and Accounts Branch and concerned departments.
- b. The fee schedule shall clearly specify tuition fees, admission charges, examination fees, laboratory charges, hostel and mess charges, deposits, insurance costs where applicable, payment deadlines and refund rules.



- c. All fees shall be approved by the competent authority and published in the admission bulletin or official website.
- d. Payments shall be made only through authorised University channels. Personal accounts of employees, faculty members or agents shall not be used for collecting University fees.
- e. Scholarship and sponsorship applications shall be processed in accordance with the rules of the funding agency and the University's approved procedure.
- f. No scholarship, fee waiver, stipend, assistantship or financial concession shall be promised unless duly sanctioned.
- g. Refunds, cancellations, deferments and fee adjustments shall be governed by the published University policy and applicable law.
- h. The Finance and Accounts Branch shall ensure proper accounting, audit and compliance with applicable foreign remittance, tax and financial rules.

## 11. Visa, Immigration and Statutory Compliance

- a. The Cell shall provide students with official information on the visa category appropriate to their programme, entry requirements, immigration registration and other relevant formalities.
- b. Students shall be advised to obtain the appropriate visa or authorisation from the competent Indian authority before commencing their studies, wherever required.
- c. The Cell shall designate an officer to coordinate with the appropriate Foreigners Regional Registration Office (FRRO), Foreigners Registration Office (FRO), Ministry of Home Affairs, Study in India portal and other competent authorities, as applicable.
- d. The Cell shall assist students in understanding and completing applicable registration, reporting, visa-extension and related procedures within prescribed timelines. The relevant deadlines shall be verified from current official instructions and individual visa conditions.
- e. Students shall be informed that admission by the University does not itself guarantee visa approval or permission to enter or remain in India.
- f. Students shall promptly inform the designated officer of changes in passport details, visa status, residential address, programme status or other particulars where such reporting is required.
- g. The University shall maintain records and make reports to government authorities when required by law or a lawful direction.
- h. The Cell shall not issue immigration clearances, grant visa extensions or represent itself as a substitute for a competent government authority.

## 12. Arrival, Reception and Orientation

The Cell shall arrange, directly or through designated University units, the following facilities:

- a. Pre-arrival information on travel, climate, clothing, local transport, accommodation and essential documents.



- b. A designated point of contact for arrival-related assistance.
- c. Information about authorised transport from the relevant airport, railway station or other arrival point.
- d. Assistance with University registration, identity cards, library access, email accounts and other enrolment formalities.
- e. Orientation on academic regulations, attendance, examinations, research ethics, academic integrity and campus discipline.
- f. Information on immigration compliance, local emergency contacts, healthcare and personal safety.
- g. An introduction to Assam's culture, languages, food, traditions and local customs.
- h. Information on banking, telecommunications, transport, markets and other essential services.
- i. A student handbook containing key contacts, University rules and grievance procedures.
- j. Arrival assistance shall be subject to prior coordination, availability of resources and the University's approved procedures.

### **13. Accommodation and Student Welfare**

- a. The Cell shall coordinate with the hostel administration to identify suitable accommodation for international students, subject to availability, eligibility and approved charges.
- b. Where University accommodation is unavailable, the Cell may provide information on lawful and reasonably safe alternatives, without guaranteeing the quality or availability of privately arranged accommodation.
- c. The University shall communicate hostel rules, mess arrangements, residential security procedures and emergency contacts before or at the time of allotment.
- d. The Cell shall coordinate access to the University's health facilities and provide information about nearby hospitals, emergency services, insurance and referral arrangements.
- e. Reasonable support shall be facilitated for students with disabilities or other accessibility needs in accordance with applicable law and University policy.
- f. The Cell shall assist students in accessing the appropriate University grievance, anti-ragging, anti-discrimination, sexual-harassment prevention, counselling and student-welfare mechanisms.
- g. Any incident involving immediate risk to life or safety shall be referred promptly to the appropriate emergency service and University authority.

### **14. Academic Support and Progress Monitoring**

The Cell shall coordinate with the concerned departments to:

- a. Facilitate academic advising and identification of a departmental contact person for each international student.



- b. Provide information on course registration, credit requirements, attendance, assessment, examinations and academic calendars.
- c. Facilitate academic writing, language support and remedial assistance where available.
- d. Monitor enrolment, continuation, academic difficulties, approved leave and completion status.
- e. Facilitate access to libraries, laboratories, research facilities and digital learning resources, subject to University rules.
- f. Help resolve administrative difficulties involving registration, examination forms, transcripts, certificates and other academic services.
- g. Ensure that international students are subject to the same published academic standards and programme requirements applicable to their admission category, except where a lawful and duly approved provision specifies otherwise.
- h. Facilitate approved research internships, faculty mentoring and academic collaborations.

## 15. Cultural Integration and Student Engagement

The Cell shall:

- a. Organise an annual International Students Orientation and Interaction Programme.
- b. Encourage participation in seminars, conferences, cultural festivals, sports, student clubs and community engagement.
- c. Promote interaction between international students and Indian students through a buddy or peer-mentoring programme.
- d. Encourage participation in cultural and academic activities relating to Assam, including its history, languages, heritage, ecology and society.
- e. Facilitate opportunities for international students to share their own cultures and academic experiences.
- f. Provide guidance on local customs, respectful conduct and applicable University rules.
- g. Encourage international student participation in academic outreach and approved institutional events.

## 16. Student Conduct, Rights and Responsibilities

- a. International students shall enjoy the rights and protections available to them under applicable Indian law and University regulations.
- b. They shall comply with University statutes, ordinances, regulations, academic rules, hostel rules, safety instructions and applicable laws.
- c. Students shall maintain valid immigration documents and comply with the conditions attached to their visa or other authorisation.
- d. Students shall provide truthful information and authentic documents and promptly notify the University of material changes to their particulars.



- e. Students shall observe academic integrity, respect the rights of other students and staff, and refrain from harassment, discrimination, violence, ragging and other prohibited conduct.
- f. Complaints or disciplinary proceedings involving international students shall be handled through the competent University mechanism, with due process and without arbitrary discrimination on grounds of nationality.
- g. Any action that may affect a student's enrolment or immigration position shall be communicated and processed through the competent authority in accordance with applicable law and University rules.

## **17. Grievance Redressal**

- a. The Cell shall serve as the first point of contact for international students seeking assistance with admission, documentation, accommodation, fees, academic administration and general welfare.
- b. A dedicated email address and online grievance-submission facility shall be notified.
- c. Complaints shall be acknowledged and referred to the competent branch or committee without undue delay.
- d. The Cell shall maintain a confidential grievance register recording the date of receipt, category of complaint, action taken, referral, disposal and pending status.
- e. Serious complaints concerning discrimination, sexual harassment, ragging, violence, safety or other protected matters shall be referred immediately to the legally or institutionally designated mechanism.
- f. The Cell shall not replace statutory grievance bodies, disciplinary committees, the Internal Committee or other legally mandated mechanisms.
- g. No student shall suffer retaliation for making a complaint in good faith.

## **18. International Collaboration and Student Mobility**

The Cell shall coordinate with the University's competent authorities to:

- a. Identify foreign universities, research institutions and academic networks for possible collaboration.
- b. Facilitate student and faculty exchange programmes.
- c. Develop proposals for joint seminars, conferences, publications, summer/winter schools and short-term academic programmes.
- d. Facilitate research internships and visiting-student arrangements.
- e. Identify opportunities for twinning, joint-degree or dual-degree programmes, where permitted by the applicable UGC regulations and approved by the competent authorities.
- f. Explore scholarship and sponsorship opportunities through recognised agencies and international partners.
- g. Maintain records of memoranda of understanding, exchange agreements, active collaborations and measurable outcomes.



- h. Review each proposed agreement for academic value, legal compliance, financial implications, intellectual property, data protection and student welfare before approval.
- i. No agreement shall be signed, and no financial commitment made, except by an authorised University signatory in accordance with applicable procedures.

## **19. International Student Database and Reporting**

The Cell shall maintain a centralised, access-controlled database containing, as applicable:

- a. Applicant and enrolment particulars.
- b. Nationality and relevant identity-document details.
- c. Programme, department, admission category and academic session.
- d. Admission decision and enrolment status.
- e. Scholarship or sponsorship status.
- f. Contact and emergency-contact information.
- g. Accommodation and student-support details, where necessary.
- h. Relevant visa/immigration compliance records.
- i. Academic continuation, completion and alumni details.

*Access to personal information shall be restricted to authorised personnel and handled in accordance with applicable privacy, data-protection, records-management and information-security requirements. Sensitive information shall not be circulated beyond those who need it for a legitimate official purpose.*

*The Cell shall submit semester-wise and annual reports to the competent authority, including the number of applicants, admissions, countries represented, programme distribution, scholarship support, retention, completion, grievances and international partnerships.*

## **20. Budget and Administrative Support**

- a. The Cell shall prepare an annual budget proposal covering publicity, website maintenance, recruitment activities, orientation, student support, translation or language assistance, approved travel, events and other operational requirements.
- b. The budget shall be submitted through the prescribed administrative and financial channels for approval.
- c. Expenditure shall be incurred only against approved allocations and in accordance with University financial rules.
- d. The University may designate suitable staff and provide office space, IT facilities, communication channels and other administrative support for the effective functioning of the Cell.
- e. The Cell shall explore permissible external support, grants, scholarships and partnership funding, subject to approval and applicable financial rules.

## **21. Monitoring and Key Performance Indicators**

The Cell shall prepare an annual action plan and monitor the following indicators:



- a. Number of international enquiries received.
- b. Number of countries and regions reached through approved outreach.
- c. Number of applications received and found eligible.
- d. Number of offers issued, accepted and converted into enrolments.
- e. Programme-wise and country-wise distribution of enrolled students.
- f. Number and value of approved scholarships or sponsorships facilitated.
- g. Percentage of students completing University registration and applicable compliance formalities within prescribed timelines.
- h. Student satisfaction with admission, accommodation, orientation and academic support.
- i. Number and disposal status of student grievances.
- j. Retention, progression and programme-completion rates.
- k. Number of active international collaborations and student/faculty mobility activities.
- l. Alumni engagement and subsequent academic collaboration.
- m. Budget utilisation and cost-effectiveness of recruitment activities.

***Targets shall be set annually in light of the University's approved capacity, available funding, programme readiness and previous performance. The Cell shall not pursue enrolment targets at the expense of academic standards or student welfare.***

## **22. Review and Accountability**

- a. The Cell shall submit a brief quarterly progress report and a comprehensive annual report to the Vice-Chancellor through the Registrar.
- b. The annual report shall identify achievements, difficulties, expenditure, compliance issues and proposed improvements.
- c. The competent authority may review the composition, functions, procedures and performance of the Cell periodically.
- d. The Cell shall maintain transparency, impartiality, confidentiality and accountability in all its activities.

## **23. Interpretation and Compliance**

- a. These guidelines shall be read subject to the University Act, Statutes, Ordinances, Regulations, resolutions of competent statutory bodies, applicable UGC regulations, Government of India directions, Government of Assam requirements and the rules of relevant professional/statutory councils.
- b. In the event of any inconsistency, the applicable statute, regulation, government direction or binding order shall prevail.
- c. Any matter not specifically covered by these guidelines shall be referred to the Registrar or other competent authority for a decision in accordance with the applicable rules.
- d. Amendments may be made by the competent authority following the prescribed procedure.

